



Student Activity Information for Faculty Advisors

Fall 2021



Student Activity General

- A student activity is an activity organized by students, for students. If the activity is organized by the School Department, it is not a student activity.
- Funds belong to the students, not the Principal or school.
- SAA is meant to be a learning experience for students; students should participate in the activity planning, budgeting and deposit/payment process, with adult guidance.
- The Principal is the statutory "fiscal agent" responsible for overseeing student activities and gives bond for faithful performance to the Town.



Student Activity General

- Student activity funds remain in the class/club account from year to year for ongoing student use:
- Class year accounts move to the next school, following the class of students
- Upon graduation, the class balance is disbursed in accordance with the class vote



Student Activity General

- School Committee Student Activity Policy DIB/JJF ([Link](#)) governs:
 - The creation of new student activities
 - The operation of student activities
 - The financial accounting of student activities
 - The reporting of student activities
- This policy is supported by written procedures: [Link](#)
- Student Activities are audited for compliance with Mass law and School Committee policy, as well as financial accounting and management standards.



Student Activity General

- Staff members who wish to collect and expend funds for their own benefit must establish a 'sunshine fund' bank account in their own name and cannot use either a student activity account or the Town's tax exemption
- Fees, donations and expenditures to support educational activities and school-sponsored co-curricular activities are not student activities and must be accounted for separately. These include donations to classrooms, athletic and bus fees, lunch payments, after school programs and activities and the like.



Creating a Student Activity

- If students want to raise money, they have to formally organize as a Student Activity under state law.
- Use Recognition Form.
- Student, Advisor, Principal and Superintendent must sign off.
- Each student activity account is specific to a student organization; No discretionary or comingled accounts are allowed



Needham Public Schools
Student Activity Account
Request for Recognition of a Student Organization

SAA - 1

School:		Date:	
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The undersigned hereby request the recognition of the following student organizations, including approval to maintain monies in a student activity account.

Suggested Name of Organization:	
Reasons for Forming Organization:	
Criteria for Membership:	
Grade Span:	
How will Adult Supervision be Achieved?	

If approved, we understand that the organization will be held accountable for complying with all regulations/guidelines/procedures for fundraising, procurement of goods and services under the Uniform Procurement Act (as required), and the handling of monies.

Student Signature	Teacher/Advisor Signature	Principal Signature
Student (Print Name)	Teacher/Advisor (Print Name)	

[Superintendent Use Only:] The above organization is approved as a recognized student organization:

Superintendent	Date



Creating a Student Activity

- The School Committee delegates responsibility to the Superintendent for approving new clubs and activities, upon recommendation of the Principal.
- Superintendent reauthorization is required if a club's mission/ purpose changes, or if it is re-activated after having been closed or inactive for three years.

**Needham Public Schools
Student Activity Account
Request for Recognition of a Student Organization**

SAA - 1

School:		Date:	
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Student Signature	Teacher/Advisor Signature	Principal Signature
Student (Print Name)	Teacher/Advisor (Print Name)	

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Superintendent	Date



Dissolving A Student Activity Account

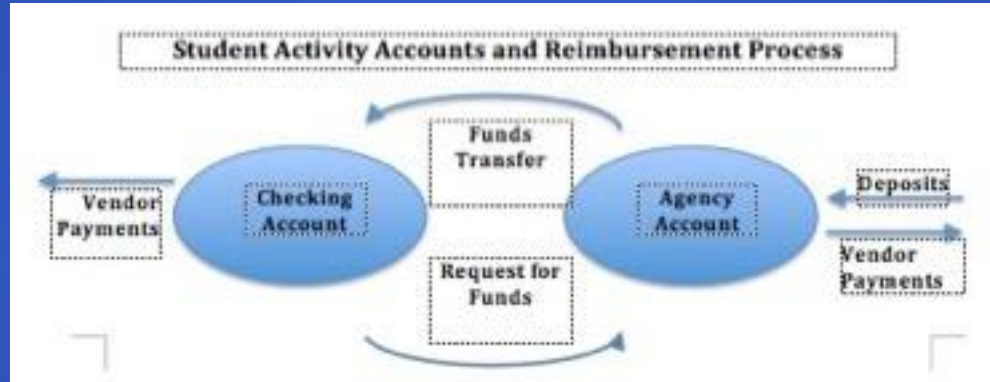
First Step

- The Business Office reviews the status of each student activity account annually
- Accounts that have had no financial activity for three years are further reviewed by the Principal
- The Principal recommends either that the club remain open or be discontinued, upon written notification by the Faculty Advisor or student officer
- The assets of the club are determined and stated in writing

Second Step

- The Superintendent approves the dissolution of inactive student activity accounts with a zero account balance
- The School Committee approves the dissolution of inactive student activity accounts with a positive account balance, including a plan to dispose of the funds

Student Activity Agency & Checking Accounts Explained



- Money is deposited to the Town's Agency Account
- Expenditures are made from either the Agency Account, or from the checking account held by each school
- The maximum balance in each checking account is limited to \$4,000 for elementary and \$10,000 for secondary and is maintained through the periodic transfer of funds from the Agency Account to the checking accounts via the "reimbursement process" above



Fundraising

- Golden rule: “Fundraise first, spend second.” Students may spend only what they they have collected through fundraising or contributions. No subsidies or ‘credit’ provided.
- The Principal must approve all fundraising activities.
- Students are prohibited by law from conducting raffles, bazaars, and other games of chance.
- Parents and volunteers may NOT collect or handle student funds. Only staff or students.



Fundraising

- SAA funds can be received online or by the school as checks/cash deposited to the Agency account.
- Crowdfunding sites like “Go Fund Me” are not allowed, because they are not under the control of the Town Treasurer
- In limited cases, the Business Office will approve the use of a third party vendor to collect student payments (such as a travel agent), provided that the vendor agrees to contractual payment, confidentiality and reporting terms. (Contact the Business Office to arrange this.)

Check for Understanding

- *What's wrong in this scenario?*
- Students Acting to Make A Difference (SAMd), a “student led theater production company that produces a show each year,” is collecting money for charity. At an evening performance, the organizers ask a parent to cover the collections booth, because staff aren't on duty.




Collecting Money

- All money raised must be documented and deposited to the Student Activity Account. (Auditor)
- Daily turnovers to the SAA Bookkeeper are recommended:
 - Don't keep money in your classroom, in your office, in your car, in your wallet, at your home, or in your bank account
 - Don't hold back money, until fundraising is completed
 - Don't retain funds for petty cash purposes
 - Don't give the money to another staff member, a parent, the Boosters or the PTC
 - Bookkeepers must turnover daily if balance exceeds \$250 or weekly if balance exceeds \$1500
- Don't pay vendors directly with the money you collect.
- Follow the regular school deposit process.

Documenting Collections



- Maintain a log of who paid, how much and when.
- Use Receipts Log Form or annotated student roster. 
- Turn log form in to School Bookkeeper with money collected.

**Needham Public Schools
Receipts Log**

School/Department		Period Beginning		Period Ending		Page #	Of	Pages

#	Date Rec'd	Empl'ee Initials	Received From	Payer Name	Description	Payment Type	Rec'd by Mail?	Receipt #/ Check #	Cash Bag Control #	Amount
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

NPS Form -- Receipts Log Form A 8/26/05
Attach copy of this form to Deposit Transmittal Sheet. . Retain original form in School/Department records.

Check for Understanding

- *What's wrong in this scenario?*
- A teacher gathers cash and checks from their students attending a field trip. They put all cash and checks together in an envelope, write the students' initials on the envelope, write the total amount on the outside of the envelope, and hand it to their bookkeeper every time they receive money.



Streamlined Process: Ticket Sales

- Use pre-numbered coupon tickets (available from Bookkeeper).
- Record # tickets sold on Ticket Sales Reconciliation Sheet.
- No log form required.
- Turn over ticket sales sheet with money collected.



Needham Public Schools Ticket Sales Reconciliation Sheet				
Sport	Date	Employee	Register/Box #	
Tickets Sold (Price A)	Roll 1	Roll 2	Roll 3	Roll 4
Ticket Ending #				
Ticket Starting #				
Total Tickets Sold				
Less Voided Tickets (Note Void #'s Below)				
Net Tickets Sold				
Amount Collected @ \$_____/Ticket	\$	\$	\$	\$
Tickets Sold (Price B, if applicable)	Roll 1	Roll 2	Roll 3	Roll 4
Ticket Ending #				
Ticket Starting #				
Total Tickets Sold				
Less Voided Tickets (Note Void #'s Below)				
Net Tickets Sold				
Amount Collected @ \$_____/Ticket	\$	\$	\$	\$
Total Collected:		Ticket Void Numbers:		
Ticket Sales – Price A	\$			
Ticket Sales – Price B	\$			
GRAND TOTAL	\$			



Cash Boxes

- Cash boxes with \$50 in change available from School Bookkeeper.
- Use Cash Drawer Reconciliation Sheet when using a cash box.
- Turn over cash drawer sheet + other required documentation to School Bookkeeper.



**Needham Public Schools
Cash Drawer Reconciliation Sheet**

Date	Employee	Location	Register #

Cash Drawer Ending Amounts		Cash Drawer Starting Amounts	
\$0.01	\$	\$0.01	\$
\$0.05	\$	\$0.05	\$
\$0.10	\$	\$0.10	\$
\$0.25	\$	\$0.25	\$
\$0.50	\$	\$0.50	\$
\$1.00	\$	\$1.00	\$
\$2.00	\$	\$5.00	\$
\$5.00	\$	\$10.00	\$
\$10.00	\$	\$20.00	\$
\$20.00	\$	\$50.00	\$
\$50.00	\$	\$100.00	\$
\$100.00	\$	Rolls	\$
Rolls	\$	Total	\$
Total Currency & Coin	\$	Enter Starting Amount Here	
Minus Starting Amount	\$	Cashier's Note (if needed):	
Net Currency & Coin	\$		
Checks	\$		
Other (Money Orders, etc)	\$		
Total Monies for Deposit	\$		

Cash Turnover Acknowledgement

Date	Cashier Name	Cashier Signature	\$ Turned Over	
			Begin Balance	Net Deposit

Date	Received By	Receiver Signature	\$ Received	
			Begin Balance	Net Deposit

NPS Form – Cash Reconciliation Form 3/2/10

Check for Understanding

- *What's wrong in this scenario?*
- A teacher gathers funds for a field trip each day from their students. The teacher gives the funds at the end of each week to their school bookkeeper with the required paperwork.

Had a deposit kicked back? Tips from the Business Office

- Need documentation of who paid, when and how much.
- Need 'rational support' for the amount collected.
 - Examples: amount collected tied to # tickets sold, # items sold, field trip fee, etc.
- Need evidence that the amount deposited was the same as the amount originally collected. (To prove no theft or fraud has occurred.)
- Need evidence of timely turnover. (Internal control over assets.)





Allowable Uses of Student Activity Funds

Allowed

- Staff or student expenditures on behalf of an authorized student activity

Not Allowed

- Non SAA Expenses:
 - Expenses to benefit a school, a department, a staff person or the PTC
 - Expenses to benefit an informal (unauthorized) student activity
 - Any reimbursement made to parents or community members
 - Principal's discretionary expenses
- Checks payable to "cash"
- Salaries or wages (payroll)



Requesting Payment

- Most payments issued through Town's regular warrant process
- 'Manual check' option for field trips or special payments
- Checks take up to 2 weeks to process, so plan ahead
- P-Card can be authorized for specific uses (New!)

NEEDHAM PUBLIC SCHOOLS SAA
STUDENT ACTIVITY ACCOUNT
Payment Request Form

School: _____ Bookkeeper: _____
Club/Class: _____ Date: _____
Account# _____
Payee:
(Payee Name &
Address) _____

Payment Amount:

Special Payment Instructions: (Check All That Apply)

Date Payment Required: _____

Hand Carry Payment? Yes No Date of Event: _____

Reimbursement Request? Yes No SAA Check#: _____

Completed W-9 Attached? Yes No (Only for New Vendors)

Other (Describe): _____

To Be Completed by School Bookkeeper:

Requested By: _____ Advisor Signature: _____

Student Treasurer: _____

Principal Approval: _____ Date: _____

To Be Completed by NPS Accounting:

Documentation Complete? Yes No Signed By: _____

Other (Describe): _____



Requesting Payment

- Use Payment Request Form.
- Attach invoice and unsigned contract to form. (Business Office signs all contracts.)
- Advisor & Student Treasurer sign form.
- Principal's original signature required.



NEEDHAM PUBLIC SCHOOLS
STUDENT ACTIVITY ACCOUNT
Payment Request Form

SAA

School: _____ Bookkeeper: _____

Club/Class: _____ Date: _____

Account# _____

Payee:
(Payee Name &
Address) _____

Payment Amount:

Special Payment Instructions: (Check All That Apply)

Date Payment Required: _____

Hand Carry Payment? Yes No Date of Event: _____

Reimbursement Request? Yes No SAA Check#: _____

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Other (Describe): _____

To Be Completed by School Bookkeeper:

Requested By: _____ Advisor Signature: _____

Student Treasurer: _____

Principal Approval: _____ Date: _____

To Be Completed by NPS Accounting:

Documentation Complete? Yes No Signed By: _____

Other (Describe): _____



Remember....

- Students must collect enough money to cover their expenses; account deficits are prohibited.
- SAA expenditures are exempt from procurement, unless other (non-exempt) funding sources are also involved, such as the operating budget, a fee account or a grant
- SAA purchases also are tax exempt, using the Town of Needham's governmental tax exemption



Remember....

- The Principal is the **ONLY** school administrator authorized to approve student activity payments; Assistant Principals, K-12 Directors, Faculty Advisors, the Superintendent and Finance Director are **NOT** authorized to approve, so plan ahead!
- Checks in excess of the following amounts must be co-signed by the Town Treasurer or paid through the Town warrant: \$3,000 Elementary; \$5,000 Middle & High
- The use of signature stamps is strictly prohibited

Student Gifts to Other Student Activities or Charities

- Students CAN donate to charitable organizations or other student activities:
 - Charitable donations – require the written approval (or signature) of a student officer on the Request for Payment Form
 - Donations to other approved student activities – require documentation of a student vote



Remember....

- Parents can NOT be reimbursed for purchases made on behalf of students. Only staff and students may be reimbursed for their out-of-pocket expenses.
- All contracts must be signed by the Business Office.
- Pre-payments are generally not allowed, although we can make a payment to secure a reservation. If the vendor will not accept payment after the fact, request a check that can be hand-carried on date of event.
- No alcohol or tobacco may be purchased with SAA funds.

Check for Understanding

- *What's wrong in this scenario?*
- The third grade class is going on a field trip that requires a check for admission to the museum. The principal is absent the day of the trip, so the bookkeeper asks the Superintendent to sign the check instead.



Remember....

- The Ethics Commission has determined that it is a conflict of interest for a staff member to accrue rewards points when personal credit cards are used to purchase items on students' behalf. As such, DESE requires that rewards dollars be deducted from employee reimbursements, where the accrual of these points are clearly linked to purchases made from student funds.

Special Focus on Trips

- All trips must be pre-approved using Field Trip Request Form.
- Principal must sign.
- Overnight trips require initial approval of School Committee; the Superintendent approves all subsequent trips.



<input type="checkbox"/>	Overnight
<input type="checkbox"/>	Out of State
<input type="checkbox"/>	International

STUDENT ACTIVITY ACCOUNT

Field Trip Request Form

This form must be completed and signed by the Principal, prior to each academic or extra-curricular field trip. Overnight trips require the initial approval of the School Committee. The Superintendent approves all subsequent trips, with 30 days prior notice. This form must be completely filled out. Forms with incomplete or missing information will be returned without approval.

SCHOOL: _____ SCHOOL CLUB/CLASS: _____

TRIP INFORMATION:

Trip Destination:			
Trip Contact Name & Phone:			
Travel Agent Name & Phone:			
Travel Dates and Times:	Departure:		Return:
Mode of Travel:			
Purpose of Trip/ Connection to NPS Curriculum:			
Additional Information for Overnight Trips:	Attach travel itinerary, travel budget and list of students. Itinerary should describe travel, transportation, accommodations and other pertinent information.		
Global Competence Program Requirements Satisfied? (NHS Only)			

TRIP LEADERS & CHAPERONES: (List all participants by name. Add additional sheets, as necessary. Check box to identify parents and other non-NPS Personnel)

Trip Leader Name:		Parent/Non-NPS?	<input type="checkbox"/>
Trip Co-Leader Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>

Check for Understanding

- Who needs to approve a field trip before permission slips are sent out and funds can be collected?

Special Focus on Trips

- Specify trip departure and return dates.
- Number of students and chaperones must be disclosed.



<input type="checkbox"/> Overnight
<input type="checkbox"/> Out of State
<input type="checkbox"/> International

STUDENT ACTIVITY ACCOUNT

Field Trip Request Form

This form must be completed and signed by the Principal, prior to each academic or extra-curricular field trip. Overnight trips require the initial approval of the School Committee. The Superintendent approves all subsequent trips, with 30 days prior notice. This form must be completely filled out. Forms with incomplete or missing information will be returned without approval.

SCHOOL: _____ SCHOOL CLUB/CLASS: _____

TRIP INFORMATION:

Trip Destination:			
Trip Contact Name & Phone:			
Travel Agent Name & Phone:			
Travel Dates and Times:	Departure:		Return:
Mode of Travel:			
Purpose of Trip/ Connection to NPS Curriculum:			
Additional Information for Overnight Trips:	Attach travel itinerary, travel budget and list of students. Itinerary should describe travel, transportation, accommodations and other pertinent information.		
Global Competence Program Requirements Satisfied? (NHS Only)			

TRIP LEADERS & CHAPERONES: (List all participants by name. Add additional sheets, as necessary. Check box to identify parents and other non-NPS Personnel)

Trip Leader Name:		Parent/Non-NPS?	<input type="checkbox"/>
Trip Co-Leader Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS?	<input type="checkbox"/>

Special Focus on Trips



- Fill out the budget section completely.
- Attach travel agent backup, including detailed trip budget.
- Trip expenses should cover both the cost of chaperones and the desired # of student scholarships.
- Calculate resulting per-student fee.

TRIP BUDGET/ FEE CALCULATION:

Expense Budget: (Include cost of all students and chaperones. Attach travel budget if available.)		\$ Amount
1	Cost of Travel:	\$
2	Cost of Admission:	\$
3	Other Cost:	\$
4	Other Cost:	\$
5	Grand Total Expenses:	\$
Funding Sources:		
6	Anticipated Donations from Outside Sources: (Describe below)	\$
7	Anticipated Revenue from Fundraising: (Describe below)	\$
8	Subtotal Donations & Fundraising (Excluding Student Fees):	\$
9	Additional Funding from Student Fees: (Row 5 Minus Row 8)	\$
10	Grand Total Funding Sources: (Must Equal Line 5)	\$
Calculating Per Student Fee:		
11	Total # Students Traveling:	
12	Anticipated # Student Scholarships:	
13	Net # Student Fees to Collect: (Row 11 Minus Row 12)	
14	Per Student Fee Amount: (Collect this fee from students.) (Row 5 Divided by Row 13)	\$
Description of Outside Funding Sources (including In-Kind Contributions):		
Fundraising Plan (if applicable)*		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<small>* School Committee Policy # DFC: Prior approval of the Building Principal is required for all fundraising at school-sponsored events, on school property, or organized by students or school groups. Non-school groups may conduct raffles or games of chance to benefit Needham Public Schools (NPS), with the prior approval of the Building Principal and in accordance with relevant laws. (MGL Ch271:17A prohibits school organizations and students from conducting raffles or other games of chance.) Non-school groups, such as PTCs and Boosters, must agree to indemnify and hold harmless NPS from any claims related to the event. Superintendent approval of the fundraising activity is required, if more than one school is involved. All donations and fundraising proceeds must be accepted by vote of the School Committee, before they may be used or expended.</small>		

Signatures:

Principal: _____ Date: _____

Nurse: _____ Date: _____

Superintendent: (Required for Overnight/ Out-of-State/ International Travel and Multi-School Fundraisers) _____ Date: _____

School Committee: (Required for Initial Oversight Out-of-State/ International Travel) _____ Date: _____



Special Focus on Trips

- Auditors require the Business Office to check per student fee against amount collected from students.

TRIP BUDGET/ FEE CALCULATION:

		\$ Amount
Expense Budget: (Include cost of all students and chaperones. Attach travel budget if available.)		
1	Cost of Travel:	\$
2	Cost of Admission:	\$
3	Other Cost:	\$
4	Other Cost:	\$
5	Grand Total Expenses:	\$
Funding Sources:		
6	Anticipated Donations from Outside Sources: (Describe below)	\$
7	Anticipated Revenue from Fundraising: (Describe below)	\$
8	Subtotal Donations & Fundraising (Excluding Student Fees):	\$
9	Additional Funding from Student Fees: (Row 5 Minus Row 8)	\$
10	Grand Total Funding Sources: (Must Equal Line 5)	\$
Calculating Per Student Fees:		
11	Total # Students Traveling:	
12	Anticipated # Student Scholarships:	
13	Net # Student Fees to Collect: (Row 11 Minus Row 12)	
14	Per Student Fee Amount: (Collect this fee from students.) (Row 9 Divided by Row 13)	\$
Description of Outside Funding Sources (including In-Kind Contributions):		
Fundraising Plan (if applicable)*		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
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<small>* School Committee Policy # DFC: Prior approval of the Building Principal is required for all fundraising at school-sponsored events, on school property, or organized by students or school groups. Non-school groups may conduct raffles or games of chance to benefit Needham Public Schools (NPS), with the prior approval of the Building Principal and in accordance with relevant laws. (MGL Ch271A prohibits school organizations and students from conducting raffles or other games of chance.) Non-school groups, such as PTC's and Boosters, must agree to indemnify and hold harmless NPS from any claims related to the event. Superintendent approval of the fundraising activity is required, if more than one school is involved. All donations and fundraising proceeds must be accepted by vote of the School Committee, before they may be used or expended.</small>		

Signatures:

Principal: _____ Date: _____

Nurse: _____ Date: _____

Superintendent: (Required for Overnight/ Out-of-State/
International Travel and Multi-School Fundraisers) _____ Date: _____

School Committee: (Required for Initial Overnight Out-
of-State/ International Travel) _____ Date: _____

A small image of a passport cover with several stamps and a purple ribbon. The text 'shutterstock · 8070448' is visible on the right side of the image.

International Travel

- Trip insurance is now a **MANDATORY** cost of international travel and must be 'built in' to the per student fee.
- A contract with the Travel Agency is required prior to collecting payments from parents or incurring expenses.
- The travel agency **MAY** accept payments directly from parents, **BUT ONLY IF** the agency has first agreed to specific NPS contract terms for online payment, confidentiality and reporting. Travel agencies that fail to agree are not permitted to receive or disburse student funds.



Trip Planning Tips ...

- Plan ahead with Bookkeeper, particularly for overnight and international trips. Download the Global Travel Handbook as a resource, from this [Link](#)
- Friends and family must make separate travel arrangements; NPS can not collect funds from or pay the travel expenses of anyone other than traveling students and authorized chaperones.



Trip Planning Tips ...

- It is illegal to accept confidential or incentive payments from travel agents and school vendors. These payments are sometimes described as “commissions,” “compensation,” “rewards” or “petty cash for students.” Bottom line => Do not accept anything payable to you the individual, or in exchange for your action or influence.
- Legitimate refunds and rebates must be made payable to “Needham Public Schools” and deposited to SAA for the benefit of all students.

Check for Understanding

- *What's wrong in this scenario?*
- The eighth grade class is going on a field trip to the museum. The museum requires a check in-hand for admission. Since the trip organizer doesn't know the exact number of students attending yet, the trip organizer requests a check from the accounting department the day before the trip.



Petty Cash for Trips

- From time to time, it may be necessary to carry cash for transportation, lodging, meals, admissions or other travel-related expenses. In this event:
 - Parents provide written authorization to release SAA funds to a designated staff member.
 - The staff member is required to collect receipts and keep a detailed accounting of expenses as shown on the next slide.
- Schools should not collect 'pocket monies' from students; each student should plan to bring an appropriate amount of spending money for snacks, souvenirs, and other personal incidentals.



Petty Cash for Trips

- Petty cash use will be audited at the end of a trip and unspent funds must be redeposited to the Agency Account.
- In limited instances, a P-Card may be issued instead of cash. Contact Melane Bisbas in the Business Office for assistance.

General Purchasing Tips

- SAA purchases require the prior approval of the School Principal, so plan ahead!
- For reimbursement, you need original receipts that show proof of your out-of-pocket payment.
- Contracts are signed by the Business Office, not by the Principal or other school staff.
- Equipment purchased with student activity monies belong to the students, and are not the property of Needham Public Schools or the school.

Question & Answer
